



# **PROC346: Managing Receiving**

Web Based Training



# Welcome

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Welcome to Cardinal Training!

This training provides employees with the skills and information necessary to use Cardinal. It is not intended to replace existing Commonwealth and/or agency policies.

This course provides a general overview of the Receiving function in Cardinal and is intended for all Procurement users.

These training materials include diagrams, charts, screenshots, etc., that clarify various Cardinal tasks and processes. The screenshots are taken from Cardinal and show pages that not all users can access. They are included here so you can see how your specific responsibilities relate to the overall transaction or process being discussed.





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intro\_101\_cardinal\_overview

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**INTRO101: Cardinal Overview**

**CARDINAL™**

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*Web Based Training*

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Rev 3/1/2012



# Introduction

The Procurement functional area of Cardinal is composed of four modules.

## **Purchasing**

The Purchasing module involves the buying of goods and services and the processing of requisitions.

## **eProcurement**

The eProcurement module provides web-based Procurement, similar to an online shopping cart experience, for users requesting goods and/or services.

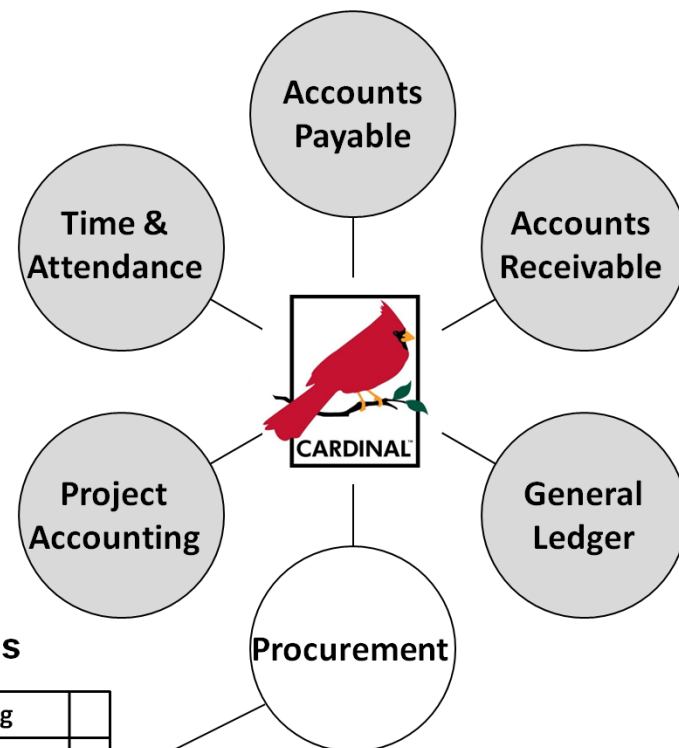
## **Strategic Sourcing**

The Strategic Sourcing module allows end users to create and award bids or proposals to purchase orders and contracts.

## **Procurement Contracts**

The Procurement Contracts module builds, manages, and archives all Cardinal contract related information.

## Cardinal Functional Areas



## Modules

	Purchasing	
	eProcurement	
	Strategic Sourcing	
	Procurement Contracts	



# Course Objectives

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In this course, we will discuss the following topics:

- Understanding Receiving
- Creating and Maintaining Receipts
- Reviewing Receipts
- Receiving Reports





# Lesson 1: Understanding Receiving

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In this lesson, you will learn about the following topics.

- Key Concepts
- Procurement Functional Area
- Receive and Inspect Goods Process
- Integration with Accounts Payable



# Key Concepts

Some key receiving concepts include:

- In Cardinal, a PO can be set by dollar amount or quantity. Therefore, you can receive by dollar amount or by quantity.
- The receipt quantity/amount defaults to the remaining open quantity/ amount and must be updated to the actual received quantity/amount. It is important to review the quantity/amount values and update as necessary.
- The Purchase Order is a commitment to a vendor to buy goods and/or services. Receiving requires the user to review the PO to ensure that what is received matches what was ordered.
- Matching purchasing documents for key values lends assurance to the validity and correctness of transactions and cash payments. The matching process is used by Accounts Payable to compare vouchers with POs and Receiving documents, and helps to ensure that payment is made only for the goods and services that were ordered and received. **Two-way matching** compares the PO with the voucher. **Three-way matching** compares the PO, receipt, and voucher.



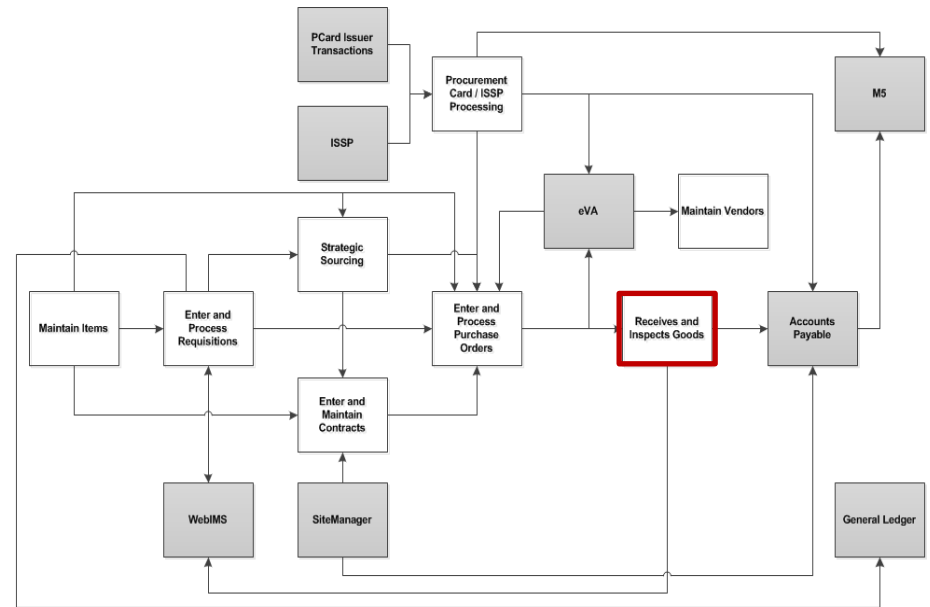
# Procurement Functional Area

Procurement in Cardinal defines how goods and services are purchased.

Key processes in the Procurement functional area include:

- Enter and Process Requisitions
- Strategic Sourcing
- Enter and Maintain Contracts
- Enter and Process Purchase Orders
- Receive and Inspect Goods
- PCard/ISSP Processing

This course focuses on the Receive and Inspect Goods process.

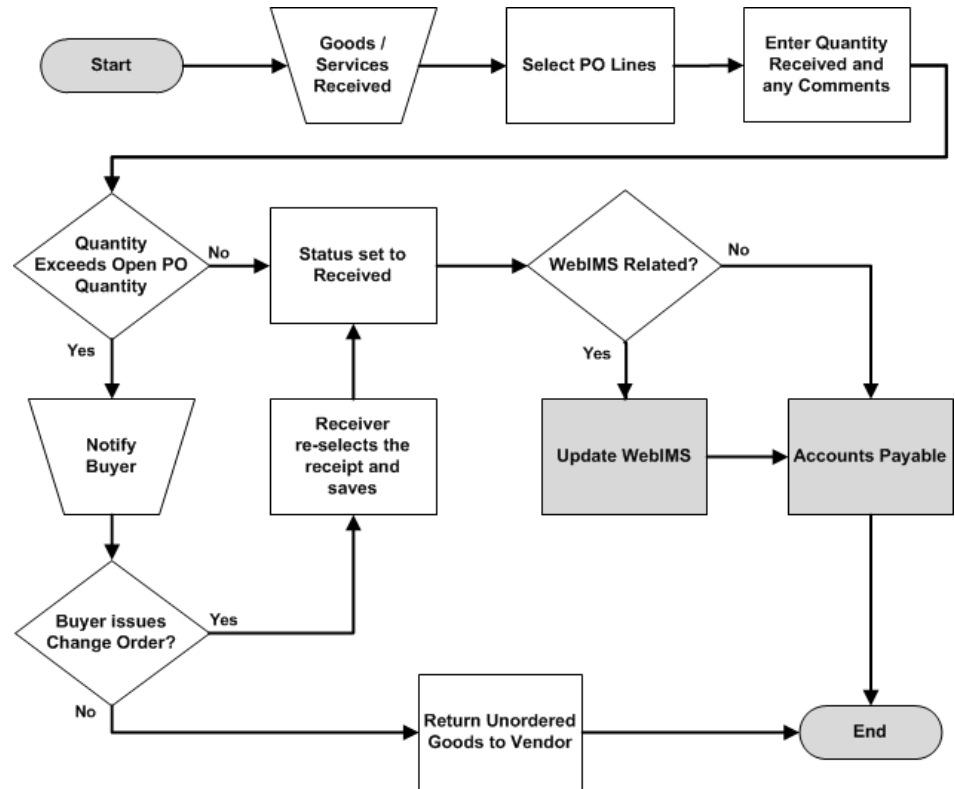




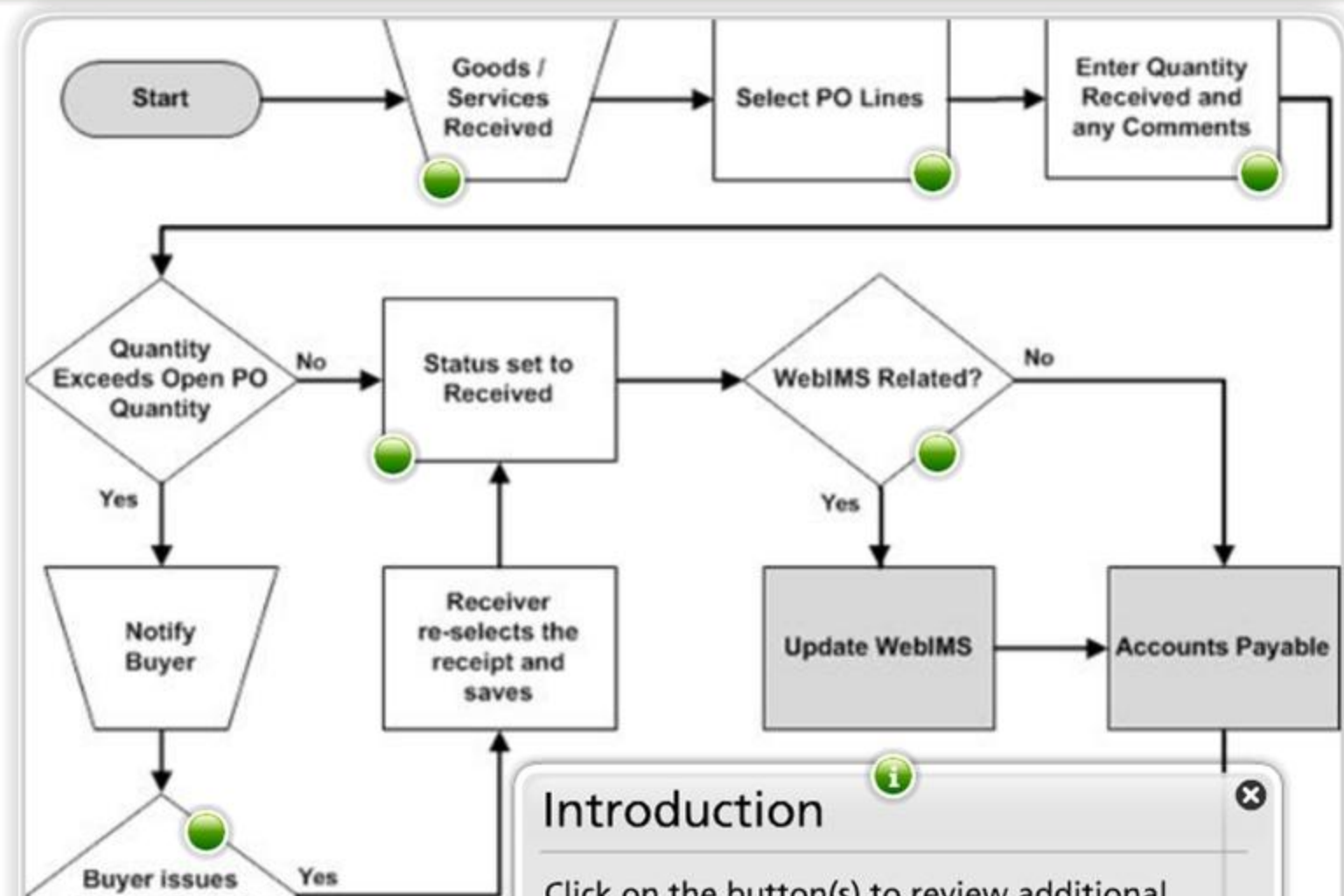


# Receive and Inspect Goods Process

The **Receive and Inspect** Goods process documents when an agency receives goods and services from vendors. It is important to correctly account for goods/services received and to accurately enter the invoice and receipt dates. The date of the receipt of goods/service, along with the invoice receipt date drives the payment to the vendor.



## Receive and Inspect Goods Process (continued)



### Introduction

Click on the button(s) to review additional



# Receive and Inspect Goods Process (continued)

The sub-processes for Receive and Inspect Goods include:

- Manage Receipts
- Close Receipts



# Receive and Inspect Goods Process (continued)

## Manage Receipts

A sub-process in Receiving is to Manage Receipts. This process is generally related to the return of rejected goods to the vendor. The receiver contacts the vendor about the shipment of goods to determine how to return the merchandise to the vendor. The vendor may issue an RMA (Return Materials Authorization) to the agency to use for return of goods.

Comments may be added to the receipt on the **Maintain Activities and Comments** page or from the **Maintain Receipts – Receiving** page by clicking the **Activities** link.



# Receive and Inspect Goods Process (continued)

## Close Receipts

Another sub-process is Close Receipts. Through a nightly batch schedule, this sub-process closes receipt schedules that have been matched, so that no further action can be taken on them.

Once all schedules have been closed, the receipt header status is set to closed. Once the receipt is closed, the related PO is considered complete if all PO lines have been received and related receipts have been closed.

Once a receipt has a status of closed, the voucher cannot be unmatched.

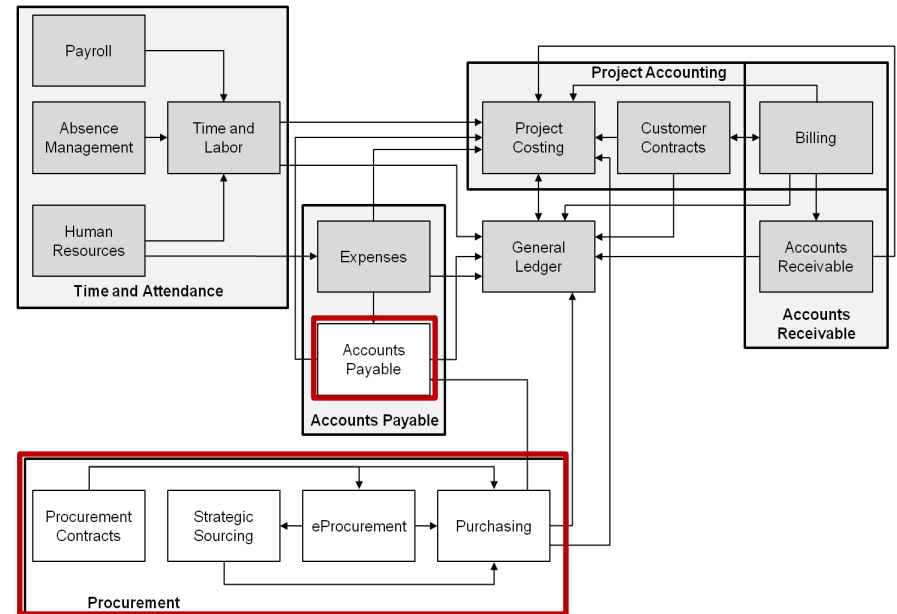


# Integration with Accounts Payable

The Purchasing module data is shared with Accounts Payable module in Cardinal.

Accounts Payable uses the matching process to compare a PO with the receipt and voucher, which helps ensure that payment is made only for the goods and services that were ordered and received.

Once the receipt is closed, Cardinal integrates with Accounts Payable to send receiving information and ensure payment to the vendor. The record of the payment is then sent from Accounts Payable to General Ledger.





# Lesson 1: Checkpoint

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Now is your opportunity to check your understanding of the course material. Read the question, select your answer and click **Submit** to see if you chose the correct response.



Drag and connect the term to the matching description.

Provides for documenting acceptance of goods from vendors.

Matching

Commitment to a vendor to buy goods and/or services.

Purchase Orders

Ensures the validity and correctness of transactions and payments by comparing the voucher with the PO and Receiving documents.

Receiving





# Lesson 2: Creating and Maintaining Receipts

In this lesson, you will learn about the following topics.

- Creating Receipts
- Entering Receipt Comments and Activities
- Maintaining Receipts





# Creating Receipts

The Receive and Inspect Goods process involves recording the items/services received and comparing them to what was originally ordered.

Cardinal enables you to create one receipt that includes delivery of multiple PO items or many receipts that include a partial delivery of items from one PO.

Creating a receipt involves:

- Adding a New Value
- Selecting lines from a single or multiple POs
- Ensuring the items/services ordered correspond to the items/services received



# Creating Receipts (continued)

## Navigation and Adding a New Value

Creating a receipt can be done on the **Add/Update Receipts** page.

You can navigation to the **Add/Update Receipts** page using the following path:

**Main Menu > Purchasing > Receipts > Add/Update Receipts**

The **Receipt Number** is set to **NEXT** and will automatically be assigned. Do not enter a Receipt #.

Click the **Add** button to open the **Add a New Value** tab.



# Creating Receipts (continued)

## Select Purchase Order

Use the **Select Purchase Order** page to search for and retrieve PO schedules against which to create or update receipts.

- The default **Ship To** for the user will appear and can be modified or deleted.
- **Retrieve Open PO Schedules** box defaults to checked. Only POs that have not been fully received will appear. If unchecked, POs that have been fully received will appear in the search results also.
- **Start** and **End Date** refer to plus or minus days around the deliver by date for the purchase order lines. Adjust the dates as necessary or use the **Days+/- Today** to change the dates.

To provide the best results, clear all fields (except PO Unit and PO ID) when searching for a Purchaser Order ID.

The screenshot displays the 'Select Purchase Order' page in the CARDINAL system. The page is titled 'Select Purchase Order' and is part of the 'Add/Update Receipts' section. The search criteria are as follows:

- PO Unit: 50100
- ID: (empty)
- Line Schedule: (empty)
- Release: (empty)
- Item ID: (empty)
- Ship To: CNTRL OF2
- Ship Via: (empty)
- Days +/- Today: 100
- Start Date: 11/14/2012
- End Date: 06/02/2013
- Vendor Name: (empty)
- Vendor Item ID: (empty)
- Manufacturer ID: (empty)
- Manufacturer's Item ID: (empty)

The 'Retrieve Open PO Schedules' checkbox is checked. The 'Receipt Qty Options' section shows 'PO Remaining Qty' selected. The 'Search' button is visible at the bottom left, and 'OK', 'Cancel', and 'Refresh' buttons are at the bottom center.



# Creating Receipts (continued)

The **Selected Rows** tab under the **Retrieved Rows** section displays the PO lines and schedules that match the entered criteria.

The screenshot shows the 'Add/Update Receipts' window in the CARDINAL software. The 'Select Purchase Order' section contains search criteria for PO Unit (50100), ID (0001049514), and other fields. The 'Retrieved Rows' section has a table with one row of data. The 'Selected Rows' tab is highlighted with a red box.

**Select Purchase Order**

Search Criteria

PO Unit: 50100  
ID: 0001049514  
Line / Schedule: /  
Release:  
Item ID:  
Ship To:  
Ship Via:  
☒ Retrieve Open PO Schedules

Days +/- Today:  
Start Date:  
End Date:  
Vendor Name:  
Vendor Item ID:  
Manufacturer ID:  
Manufacturer's Item ID:

Search

Receipt Qty Options  
☐ No Order Qty

**Retrieved Rows**

**Selected Rows** Shipping Related More Details

Sel	PO Unit	PO ID	Line	Sched	Release	Due Date	PO Qty	Prior Receipt
<input type="checkbox"/>	50100	0001049514	1	1	69	11/13/2012	100.0000	

☒ Select All ☐ Clear All

OK Cancel Refresh



# Creating Receipts (continued)

You can use the **Shipping Related** tab to view the **Ship To** location, **PO Date**, and **Original Promised** date.

**CARDINAL**

Favorites | Main Menu > Purchasing > Receipts > Add/Update Receipts

### Select Purchase Order

**Search Criteria**

PO Unit:

ID:

Line / Schedule:  /

Release:

Item ID:

Ship To:

Ship Via:

☒ Retrieve Open PO Schedules

Days +/- Today:

Start Date:

End Date:

Vendor Name:

Vendor Item ID:

Manufacturer ID:

Manufacturer's Item ID:

**Receipt Qty Options**

☐ No Order Qty

**Retrieved Rows**

**Shipping Related**

Sel	PO Unit	PO ID	Line	Sched	Ship To	Ship Via	Vendor	L
<input type="checkbox"/>	50100	0001049514	1	1	KEENE AHQ	COMMON	0000015454	M

☒ [Select All](#) ☐ [Clear All](#)



# Creating Receipts (continued)

## More Details

You can view the Manufacturer ID (**Mfg ID**), Manufacturer Item ID (**Mfg Item ID**), **PO Amount** and **Receiving Tolerance**, if applicable on the **More Details** tab.

Favorites | Main Menu > Purchasing > Receipts > Add/Update Receipts

Select Purchase Order

Search Criteria

PO Unit:

50100

ID:

0001049514

Line / Schedule:

 /

Release:

Item ID:

Ship To:

Ship Via:

☒ Retrieve Open PO Schedules

Search

Days +/- Today:

Start Date:

End Date:

Vendor Name:

Vendor Item ID:

Manufacturer ID:

Manufacturer's Item ID:

Receipt Qty Options

☐ No Order Qty

☐ Ordered Qty

☒ PO Rem

Retrieved Rows

Selected Rows

Shipping Related

More Details

Sel	PO Unit	PO ID	Line	Sched	Model	Manufacturer	Mfg ID	Mfg Item ID	PO Amount	Recv Reqd
<input type="checkbox"/>	50100	0001049514	1	1					8,068.000	Y

☒ Select All ☐ Clear All



# Creating Receipts (continued)


Once you select the line items to receive, the **Maintain Receipts - Receiving** page displays for the selected lines. The middle portion of the page is the header section. This section displays the **Vendor ID** and **Location**, as well as the **Ship To** location.

The initial **Receipt Status** is **Open**. When the receipt is saved and the quantity/ amount does not exceed the open purchase order quantity/amount plus tolerances, the receipt status goes to **Received**.

The Red X at the header level cancels the entire receipt. A receipt cannot be cancelled once it has been associated to a voucher.

**Note:** The **Close Short** function is not used. The **Close Short All Lines** button should never be used.

**Maintain Receipts - Receiving**

Business Unit: 50100      Receipt Status: **Open** 

Receipt ID: NEXT      [Add Header Comments](#)

[Header Details](#)

**Header**


Vendor ID: 0000047105      \*Ship To Location: HPT DIS

Vendor Location: MAIN

☒ PO Receipt

[Select Purchase Order](#)      **Close Short All Lines**      [Run PO Receipt Accrual](#)

**Receipt Lines**

Line	Item	Description	Receipt Qty	*Recv UOM	Receipt Price	Accept Qty	Status	Close Short	Serial	Device Track	Stock UOM	
1	9883642000	GRUNDSKEEPING SERVICES FOR TH		EA	4.37000		Open	<input type="checkbox"/>			EA	

☐ Interface Receipt      ☒ Run Close Short

[Save](#)   [Notify](#)   [Refresh](#)      [Add](#)   [Update/Display](#)





# Creating Receipts (continued)

In the **Receipt Lines** section, use the **Receipt Lines** tab to check the quantity/amount delivered (**Receipt Qty**) and the Unit Of Measure (**Recv UOM**) in which it was received. The receipt quantity/amount defaults with the full amount. If this is a partial receipt, change the received quantity/amount to the actual quantity/amount received.

Click **Save**. A **Receipt ID #** will populate.

The Red X at the line level cancels the receipt line. A receipt line cannot be cancelled once it has been associated to a voucher.

**Note:** The **Close Short** function is not used. The **Close Short** check box should never be checked.

**Cardinal** Home | Worklist | Add to Favorites

Favorites | Main Menu > Purchasing > Receipts > Add/Update Receipts

New Window | Help | Custom

### Maintain Receipts

#### Receiving

Business Unit: 50100 Receipt Status: Open **X**

Receipt ID: NEXT [Add Header Comments](#) [Activities](#)

[Header Details](#)

Select Purchase Order Close Short All Lines Run PO Receipt Accrual

Receipt Lines | More Details | Links and Status | Item / Mfg Data | Optional Input | Source Information | WebIMS

Line	Item	Description	Receipt Qty	*Recv UOM	Receipt Price	Accept Qty	Status	Close Short	Serial	Device Track	Stock UOM
1	9883642000	<a href="#">GROUNDSKEEPING SERVICES FOR TH</a>	25.0000	EA	4.37000	25.0000	Open	<input type="checkbox"/>			EA

☐ Interface Receipt ☒ Run Close Short

**Save** | Notify | Refresh | Add | Update/Display



# Creating Receipts (continued)

**Note:** Receipt ID is shown.

Use the **More Details** tab to enter or view information such as:

- Inspection quantity
- Rejection quantity, action, and reason
- Allocation Type (First in-First out, Specify or Prorate)

**CARDINAL**

Home | Worklist | Add to Favorites

Favorites | Main Menu > Purchasing > Receipts > Add/Update Receipts

New Window | Help | Customize P

### Maintain Receipts

#### Receiving

Business Unit: **50100** Receipt Status: Fully Received **X**

Receipt ID: 0001575147

[Add Header Comments](#) [Activities](#)

[Header Details](#) [Document Status](#)

Header

Select Purchase Order [Close Short All Lines](#) [Run PO Receipt Accru](#)

#### Receipt Lines

Receipt Lines **More Details** Links and Status Item / Mfg Data Optional Input Source Information WebIMS

Line	Item	Description	Inspect	Inspect Qty	Reject Qty	Reject Action	Reject Reason	RMA Number	RMA Line	Net Receipt Quantity	PO Price	Vndr UOM	Std UOM	Merchandise Amt	*Allocation Type
1	7754577327	SALT, SODIUM CHLORIDE, FOR ROA	<input type="checkbox"/>							25.0000	80.68000	LTN	LTN	2,017.00 USD	Specify



# Creating Receipts (continued)

Use the **Links and Status** tab to enter/view information such as:

- The distributions for the applicable receipt lines and distribution allocation type (Specify, Prorate, First in-First out)
- Access the page to enter line comments
- View the inspection status

**Cardinal**

Favorites | Main Menu > Purchasing > Receipts > Add/Update Receipts

**Maintain Receipts**

**Receiving**

Business Unit: 50100 Receipt Status: Fully Received

Receipt ID: 0001575147 [Add Header Comments](#) [Activities](#)

[Header Details](#) [Document Status](#)

► Header

[Select Purchase Order](#) [Close Short All Lines](#)

**Receipt Lines**

Receipt Lines | More Details | **Links and Status** | Item / Mfg Data | Optional Input | Source Information | WebIMS


Line	Item	Description	Allocation Type			Process Complete	Inspect Status	Serial Control	Serial Status	Lot Control	Lot Sta
1	7754577327	<a href="#">SALT, SODIUM CHLORIDE, FOR ROA</a>	Specify			N	Complete	N	Complete	N	Compl

☐ Interface Receipt ☐ Run Close Short



# Creating Receipts (continued)

Once the Distribution icon is clicked, the **Receipt Distribution** page is displayed. The **Details** tab shows the location and amounts received.



[Favorites](#) | [Main Menu](#) > [Purchasing](#) > [Receipts](#) > [Add/Update Receipts](#)

[New](#)

### Maintain Receipts

#### Receipt Distributions for Line 1

Business Unit:

50100

Status:

Received

Receipt ID:

0001575147

☐ Amount Only

Receipt Line:

1

\*Allocation Type:

Specify

Line Quantity Received:

25.0000

Line Cost Received:

2017.00

Distribution Information

[Customize](#) | [Find](#) | [View All](#) | [First](#) | [1 of 1](#) | [Last](#)

Details

Asset Details

ChartField Information

Line	Status	*Location	Qty Std UOM	Qty VND UOM	Merchandise Amt	Merch Amt Base	IN Unit	Consigned	Non-Owned	Pegging Inquiry	
1	Received	KEENE AHQ	25.0000	25.0000	2,017.00	USD	2,017.00	USD	<input type="checkbox"/>	<input type="checkbox"/>	

OK

Cancel

Refresh



# Creating Receipts (continued)

The **ChartField Information** tab is used to view the chart of accounts related to the line. Click **OK**.  
**Note:** To change/edit the Chart of Accounts, you can navigate to **Receipts > Maintain ChartFields**

Favorites

Main Menu > Purchasing > Receipts > Add/Update Receipts

Maintain Receipts

Receipt Distributions for Line 1

Business Unit:50100

Receipt ID:0001575147

Receipt Line:1

Line Quantity Received:25.0000

Status:Received

☐ Amount Only

\*Allocation Type:Specify

Line Cost Received:2017.00

Distribution Information

Details

Asset Details

ChartField Information

Customize

Find

View

Line	Status	*GL Unit	*Account	Fund	Program	Department	Cost Center	Task	FIPS	Asset
1	Received	50100	153500	04100		10015	11000230			

OK


Cancel

Refresh



# Creating Receipts (continued)

Use the **Source Information** tab to view the purchase order information that is associated to the receipt. You can also use the Comments icon on this page to view any comments on the PO.

Home

[Favorites](#) | [Main Menu](#) > [Purchasing](#) > [Receipts](#) > [Add/Update Receipts](#)New Window

**Maintain Receipts**

**Receiving**

Business Unit: 50100

Receipt Status: Fully Received ✖

Receipt ID: 0001575147


[Add Header Comments](#) [Activities](#)



[Header Details](#) [Document Status](#)

Header

[Select Purchase Order](#) [Close Short All Lines](#) [Run PO Receipt Accrual](#)

Receipt Lines

[Receipt Lines](#) [More Details](#) [Links and Status](#) [Item / Mfg Data](#) [Optional Input](#) **Source Information** [WebIMS](#) [Customize](#) [Find](#) [View All](#) 

Line	Item	Description	PO Unit	PO ID	Line▲	Schedule	PO Amount	Amount Only		Dist by	PO Type
1	 7754577327	SALT, SODIUM CHLORIDE, FOR ROA	50100	0001049514	1	1	8,068.00	N		Qty	General


☐ Interface Receipt ☐ Run Close Short

[Save](#) [Notify](#) [Refresh](#) [Add](#)



# Creating Receipts (continued)

Use the **WebIMS** tab to see whether the receipt is associated to a WebIMS restock purchase order and the receiving **WebIMS Receipt Doc ID** (if applicable).

**CARDINAL**

Favorites

Main Menu

Purchasing

Receipts


Add/Update Receipts

Maintain Receipts

Receiving

Business Unit:50100

Receipt ID:0001575147

Receipt Status:Fully Received 

[Add Header Comments](#)

[Activities](#)

[Header Details](#)

[Document Status](#)

Header

[Select Purchase Order](#)

Close Short All Lines

Run PO Receipts

Receipt Lines

Receipt Lines

More Details


Links and Status

Item / Mfg Data

Optional Input

Source Information

WebIMS



Line


Item

Description

WebIMS PO

WebIMS Receipt Doc ID

1

7754577327

SALT, SODIUM CHLORIDE, FOR ROA

☒

R000005522

☐ Interface Receipt

☐ Run Close Short

Save

Notify

Refresh



# Entering Receipts Comments and Activities

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Once the receipt has been created, activities and comments may be added. Maintaining activities and comments can be done from the **Maintain Activities and Comments** page.

You can navigate to the **Maintain Activities and Comments** page using the following path:

**Main Menu > Purchasing > Receipts > Maintain Activities and Comments**


You can also access the **Maintain Activities and Comments** page from the **Maintain Receipts – Receiving** page by clicking the **Activities** link.





# Entering Receipts Comments and Activities (continued)

In the **Activities** section, select the **Done** checkbox and enter or select a **Due Date**. Use the **Comments** field to enter any desired comments. Click the **Save** button.

 **CARDINAL™**

[Favorites](#) | [Main Menu](#) > [Purchasing](#) > [Receipts](#) > [Maintain Activity and Comments](#)

### Maintain Activity and Comments

Business Unit: 50100


Receipt No: 0001575147

Receipt Status: Received

Activities


Find | View All | First 1 of 1 Last

Done  
☐


\*Due Date  
 


Comments:


[Header Comment](#)

Receipt Line:  

Line Comment

 Save

 Return to Search

 Notify

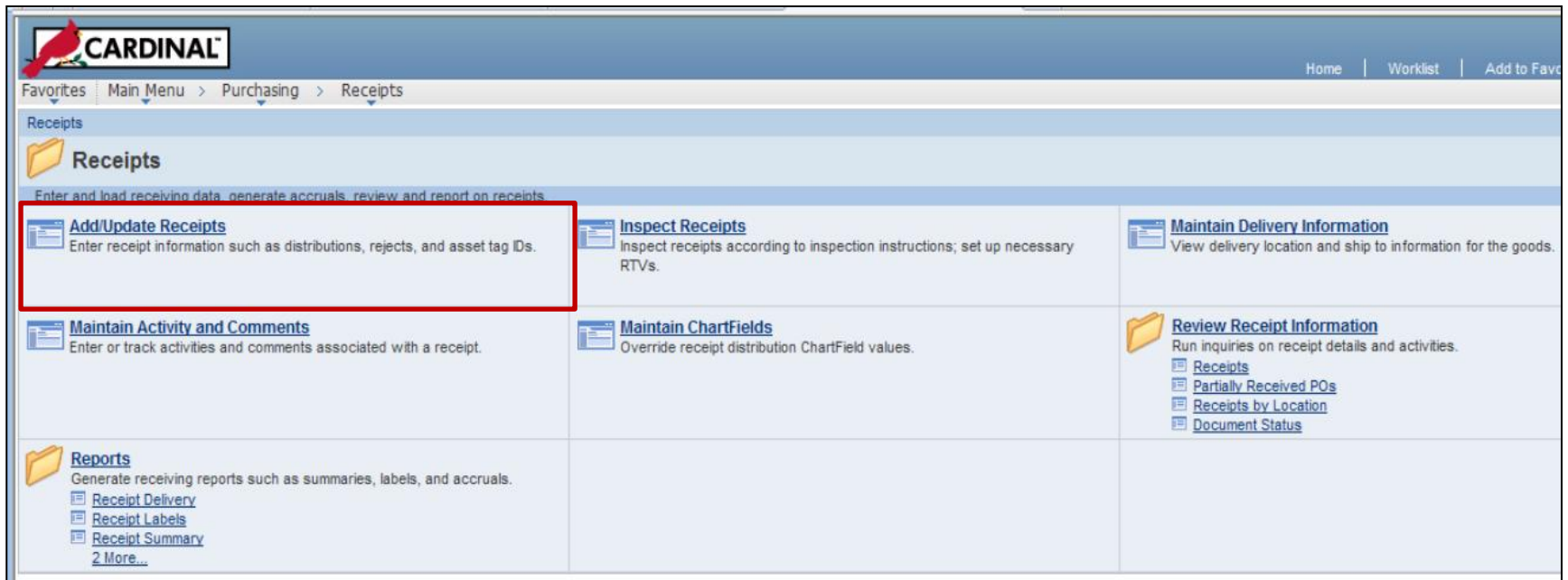


# Maintaining Receipts

At any time before the voucher is created, you can update receipts as needed. However, once a voucher is created, the receipt cannot be updated or cancelled.

You can navigate to the **Add/Updates Receipts** page using the following path:

**Main Menu > Purchasing > Receipts > Add/Update Receipts**





# Maintaining Receipts (continued)

## Find an Existing Receiver

Enter as many search criteria as you would like to narrow the search. Select a receipt from the result(s) displayed on the bottom of the page.

The screenshot shows the CARDINAL web application interface. At the top, there is a navigation bar with the CARDINAL logo and a menu: Favorites, Main Menu, Purchasing, Receipts, and Add/Update Receipts. Below the navigation bar, the page title is "Receiving". A message states: "Enter any information you have and click Search. Leave fields blank for a list of all values". There are two tabs: "Find an Existing Value" (highlighted with a red box) and "Add a New Value". Below the tabs, there is a section for search criteria. It starts with "Maximum number of rows to return (up to 300):" followed by a text input field containing "300". Below this are several search criteria fields, each with a dropdown menu for the operator and a text input field for the value. The criteria are: Business Unit (operator: "=", value: "50100"), Receipt Number (operator: "begins with"), Bill of Lading (operator: "begins with"), PO Business Unit (operator: "begins with"), Item ID (operator: "begins with"), PO Number (operator: "begins with"), Ship To Location (operator: "begins with"), Shipment Number (operator: "begins with"), Vendor ID (operator: "begins with"), Received Date (operator: "=", value: "31"), Receipt Status (operator: "=", value: a dropdown menu), and User ID (operator: "begins with"). Below the search criteria fields is a checkbox labeled "Case Sensitive". At the bottom of the search section are three buttons: "Search", "Clear", and "Basic Search" (with a magnifying glass icon). To the right of the "Basic Search" button is a link "Save Search Criteria". At the very bottom of the page, there are two links: "Find an Existing Value" and "Add a New Value".



# Maintaining Receipts (continued)

The **Maintain Receipts - Receiving** page opens to the **Receipt Lines** tab. Use the tabs as you did when adding the receipt to make any necessary changes.

Home | Worklist

Favorites | Main Menu > Purchasing > Receipts > Add/Update Receipts

New Window ? Help

### Maintain Receipts

#### Receiving

Business Unit: 50100 Receipt Status: Fully Received ✖

Receipt ID: 0001575147 [Add Header Comments](#) [Activities](#)

[Header Details](#) [Document Status](#)

Header

Select Purchase Order Close Short All Lines Run P.O Receipt Accrual

Receipt Lines Customize | Find | View All | First 1 of 1

Receipt Lines

More Details | Links and Status | Item / Mfg Data | Optional Input | Source Information | WebIMS

Line	Item	Description	Receipt Qty	*Recv UOM	Receipt Price	Accept Qty	Status	Category	Close Short	Serial	Device Track	Stock UOM
1	7754577327	SALT, SODIUM CHLORIDE, FOR ROA	<input type="text" value="25.0000"/>	LTN	80.68000	25.0000	Received	7754577	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	LTN

☐ Interface Receipt ☐ Run Close Short

Save Return to Search Previous in List Next in List Notify Refresh Add Update



## Lesson 2: Simulation

You are now about to view a simulation for creating and maintaining receipts. Click the Cardinal logo below to start the simulation.





## Lesson 2: Checkpoint

---

Now is your opportunity to check your understanding of the course material. Read the question, select your answer and click the **Submit** button to see if you chose the correct response.



When shipments arrive from vendors, the items included in the shipment go through a receiving process. This involves recording the items delivered and comparing the shipment to the original order.

- ☐ True
- ☐ False

When the receipt line information is entered into Cardinal and saved, the status changes from **Open** to **Closed**.

☐ True

☐ False





# Lesson 3: Reviewing Receipts

---

In this lesson, you will learn about the following topic:

- Reviewing Receipt Information





# Reviewing Receipt Information

The **Review Receipt Information** page allows you to review **Receipts**, **Partially Received POs**, **Receipts by Location** and the **Document Status**.

You can navigate to the **Review Receipt Information** page using the following path:

**Main Menu > Purchasing > Receipts > Review Receipt Information**

Your next selection depends on the type of review you need to conduct. The **Receipts** link takes you to the **Receiving** page.



# Reviewing Receipt Information (continued)

The **Receipts** link takes you to the **Receiving** page. Enter the known search criteria under the **Find an Existing Value** tab.

Click the **Search** button and the search results will display.

Click on the **Receipt Number** link to display the **Receipt Lines**.

The screenshot shows the CARDINAL web application interface. At the top is the CARDINAL logo and a navigation bar with links: Favorites, Main Menu, Purchasing, Receipts, Review Receipt Information, and Receipts. Below the navigation bar is the 'Receiving' section header. A message states: 'Enter any information you have and click Search. Leave fields blank for a list of all values.' Below this is the 'Find an Existing Value' tab. The search criteria section includes: 'Maximum number of rows to return (up to 300): 300', 'Business Unit: = 50100', 'Receipt Number: begins with %1575147' (highlighted with a red box), 'Bill of Lading: begins with', 'PO Business Unit: =', 'Item ID: begins with', 'User ID: begins with', 'PO Number: begins with', 'Ship To Location: begins with', 'Vendor ID: begins with', 'Received Date: =', and 'Receipt Status: ='. There is a 'Case Sensitive' checkbox. Below the search criteria are buttons for 'Search' (highlighted with a red box), 'Clear', 'Basic Search', and 'Save Search Criteria'. The 'Search Results' section shows a table with columns: Business Unit, Receipt Number (highlighted with a red box), Bill of Lading, PO Business Unit, Item Description, Item ID, and U. The table contains one row: Business Unit: 50100, Receipt Number: 0001575147, Bill of Lading: (blank), PO Business Unit: 50100, Item Description: STONE, CRUSHED GRADE 26, Item ID: 7503548485, and U: K.

Business Unit	Receipt Number	Bill of Lading	PO Business Unit	Item Description	Item ID	U
50100	0001575147	(blank)	50100	STONE, CRUSHED GRADE 26	7503548485	K



# Reviewing Receipt Information (continued)

After selecting the receipt, click the option next to a PO line to work with a particular line. The related hyperlinks will become active and allow you to view additional details.

**Note:** some hyperlinks are not currently used or necessary at this time.

The screenshot displays the CARDINAL software interface for reviewing receipt information. The breadcrumb trail at the top reads: Favorites > Main Menu > Purchasing > Receipts > Review Receipt Information > Receipts. Below this, a 'Receipts' tab is active. The header information shows: Unit: 50100, Receipt No: 0001575147, Source: On-line, Receipt Status: Received. The 'Receipt Lines' section has tabs for 'Receipt Lines', 'More Line Data', and 'Optional Input'. A table lists receipt lines with columns: Sel, Item, Description, Price, Amt Only, Recv Qty, Recv UOM, Reject Qty, and Device T. The first line is selected, indicated by a green checkmark in the 'Sel' column and a red box around it. The line details are: Item 7503548485, Description STONE CRUSHED GRADE 26, Price 15.00000, Amt Only (checkbox), Recv Qty 66.6600, Recv UOM LTN, and Reject Qty (checkbox). Below the table, there are two groups of hyperlinks. The first group, enclosed in a red box, includes: Header Details, Document Status, Distribution, Line Details, Header Comments, and Putaway Information. The second group, also enclosed in a red box, includes: Manufactures Info, Display RTV Information, Device Tracking, Asset Information, and Line Status. At the bottom, there are buttons for 'Return to Search' and 'Notify'.

**Receipts**

Unit: 50100    Receipt No: 0001575147    Source: On-line    Receipt Status: Received

**Receipt Lines**    Customize | Find | View All | First

Receipt Lines    More Line Data    Optional Input

Sel	Item	Description	Price	Amt Only	Recv Qty	Recv UOM	Reject Qty	Device T
<input checked="" type="checkbox"/>	7503548485	STONE CRUSHED GRADE 26	15.00000	<input type="checkbox"/>	66.6600	LTN	<input type="checkbox"/>	

[Header Details](#)    [Line Details](#)    [Manufactures Info](#)    [Asset Information](#)  
[Document Status](#)    [Header Comments](#)    [Display RTV Information](#)    [Line Status](#)  
[Distribution](#)    [Putaway Information](#)    [Device Tracking](#)

[Return to Search](#)    [Notify](#)



# Reviewing Receipt Information (continued)

Use the **Receipt Lines** tab to review the receipt information, as needed. The same information as in the **Adding a Receipt** page is displayed. You can also enter comments by clicking on the **Comments** icon.


The screenshot displays the CARDINAL software interface for reviewing receipt information. The top navigation bar includes links for Favorites, Main Menu, Purchasing, Receipts, Review Receipt Information, and Receipts. The Receipts tab is active. Below the navigation bar, the following information is displayed: Unit: 50100, Receipt No: 0001575147, Source: On-line, Receipt Status: Received. The Receipt Lines tab is selected, showing a table with the following columns: Sel, Item, Description, Price, Amt Only, Recv Qty, Recv UOM, Reject Qty, and Device Track. The first row of data shows: Sel: [checked], Item: 1, Description: STONE, CRUSHED GRADE 26, Price: 15.00000, Amt Only: [unchecked], Recv Qty: 66.6600, Recv UOM: LTN, Reject Qty: [comment icon], and Device Track: [unchecked]. The comment icon is a speech bubble inside a square box. Below the table, there are links for Header Details, Document Status, Distribution, Line Details, Header Comments, Putaway Information, Manufacturer Info, Display RTV Information, Device Tracking, Asset Information, and Line Status. At the bottom, there are buttons for Return to Search and Notify.

Sel	Item	Description	Price	Amt Only	Recv Qty	Recv UOM	Reject Qty	Device Track
<input checked="" type="checkbox"/>	1	STONE, CRUSHED GRADE 26	15.00000	<input type="checkbox"/>	66.6600	LTN		<input type="checkbox"/>



# Reviewing Receipt Information (continued)

Use the **More Line Data** tab to view the **Accepted Quantity**, the **Net (amount) Received**, **Status**, **Ship To** and **Due Date** information. Review the line data information, as needed. The information on this tab is the same as in **Adding a Receipt**.

Home

Favorites | Main Menu > Purchasing > Receipts > Review Receipt Information > Receipts

New Window

Receipts

Unit: 50100    Receipt No: 0001575147    Source: On-line    Receipt Status: Received

Receipt Lines

Customize | Find | View All | First 1 of 1 Last

Receipt Lines    **More Line Data**    Optional Input

Sel	Insp Qty	Accept Qty	Net Recv	Vndr UOM	Status	Ship To	Due Date	Vendor Item ID	UPN ID
<input checked="" type="checkbox"/>	1	66.6600	66.6600	LTN	R	BENHMS	11/07/2012		

[Header Details](#)    [Line Details](#)    [Manufacturer Info](#)    [Asset Information](#)  
[Document Status](#)    [Header Comments](#)    [Display RTV Information](#)    [Line Status](#)  
[Distribution](#)    [Putaway Information](#)    [Device Tracking](#)

[Return to Search](#)    [Notify](#)



# Reviewing Receipt Information (continued)

This page shows you the optional information that may have been entered, such as **Invoice Number**, **Packing Slip**, etc. The **Header Details** link opens the **Header Details** page. The **Document Status** link opens the **Document Status** page.

The screenshot displays the CARDINAL web interface for reviewing receipt information. The breadcrumb trail is: Favorites > Main Menu > Purchasing > Receipts > Review Receipt Information > Receipts. The page title is "Receipts".

Unit: 50100    Receipt No: 0001586396    Source: On-line    Receipt Status: Received

**Receipt Lines**    Customize | Find | View All | First 1 of 1 Last

Receipt Lines    More Line Data    **Optional Input**    [Grid Icon]

Sel	User ID	Reject Reason	Reject Action	RMA Number	Line Nbr	Invoice Number	PK Slip No	Pro Number
<input checked="" type="checkbox"/>	1	MIKE.HALL						

**Header Details**    [Line Details](#)    [Manufacturer Info](#)    [Asset Information](#)  
**Document Status**    [Header Comments](#)    [Display RTV Information](#)    [Line Status](#)  
[Distribution](#)    [Putaway Information](#)    [Device Tracking](#)

[Return to Search](#)    [Previous in List](#)    [Next in List](#)    [Notify](#)



# Reviewing Receipt Information (continued)

The **Header Details** page provides additional information about the receipt such as the **Receipt Number**, **Vendor**, and **Ship To**.

**Header Details**

Business Unit:	50100	Recv Date:	11/09/2012	Receipt Time:	12:51PM
Receipt No:	0001575147	User ID:			
Source:	On-line	Receipt Status:	Received		
Vendor:	0000009329	Name:	<u>Vulcan Construction Materials</u>		
Location:	MAIN	Ship To:	BENHMS		
Last Change Date:	11/13/2012 12:52:46PM	Last User to Modify:			
Ship Date:	11/09/2012	Container ID:			
Carrier ID:		Nbr of Cartons:			
Vehicle ID:		Pallets In:			
Driver ID:		Pallets Out:			
Bill of Lading:		Port Of Unloading:			
Packing Slip:		Ship From Country:	USA		
Shipment Number:		Ship From Location:			
Pro Number:			<input type="checkbox"/> Allow ERS		
Invoice:		Match Status:	Matched		
Invoice Dt Op:		Match Rule:	STANDARD		
Freight Terms:					

Return





# Reviewing Receipt Information (continued)

The **Document Status** page allows you to view information on the receipt including **Status**, **Document Date**, **Vendor ID** and **Location**. You may also view the associated requisition, PO, contract, voucher and payment specifically related to the receipt.



[Favorites](#) | [Main Menu](#) > [Purchasing](#) > [Receipts](#) > [Review Receipt Information](#) > [Document Status](#)

## Document Status

**Business Unit:** 50100  
**Document Date:** 11/09/2012  
**Currency:** USD  
  
**Short Vendor Name:** VULCAN CON-001  
**Source:** On-line

**Receipt Number:** [0001575147](#)  
**Status:** Received  
**Document Type:** Receipt  
**Merchandise Amt:** 999.90  
**Carrier ID:**  
**Bill of Lading:**

**Associated Document**

[Customize](#) | [Find](#) | [View 4](#) |   [First](#)  **1-5 of 5**  [Last](#)

[Documents](#) | [Related Info](#) | 

SetID	Business Unit	Document Type	DOC ID	Status	Document Date	Vendor ID	Location	
	50100	Requisition	<a href="#">0002034529</a>	Approved	11/06/2012			
STATE		Contract	<a href="#">0000000000000000000040462</a>	Approved	05/10/2012	0000009329		
	50100	Purchase Order	<a href="#">0001048971</a>	Dispatched	11/07/2012	0000009329		MAIN
	50100	Voucher	<a href="#">00126477</a>	Posted	11/13/2012	0000009329		MAIN
STATE		Payment	<a href="#">20036849</a>	Posted	12/13/2012	0000009329		MAIN

 [Return to Search](#)



# Reviewing Receipt Information (continued)

The next link that is used is from the **Review Receipt Information** page is the **Partially Received POs** link. This may be used to view POs that have not been fully received.

**CARDINAL** Home | Worklist

Favorites | Main Menu > Purchasing > Receipts > Review Receipt Information

Review Receipt Information

Run inquiries on receipt details and activities.

 <a href="#">Advanced Shipment Receipts</a> Enter or view information about received advanced shipment receipts.	 <a href="#">ASN History</a> View ASN History.	 <a href="#">Receipts</a> View receipt information.
 <a href="#">Partially Received POs</a> View Purchase Orders that have been partially received.	 <a href="#">Receipts by Location</a> Views receipt information by location.	 <a href="#">Accrual Accounting Entry</a> View receipt accrual accounting entries in C log.
 <a href="#">GL Journal Drill Down</a> View General Ledger entries from the Journal Generator and receipt accrual data.	 <a href="#">Entry Event Journal Drill Down</a> Review supplemental (entry event) accounting line entries for receipt accruals.	 <a href="#">Document Status</a> View receipt document status information.



# Reviewing Receipt Information (continued)

The next activity you can perform in the Reviewing Receipts process is **Receipts by Location**.


The screenshot displays the CARDINAL software interface. At the top, there is a navigation bar with the CARDINAL logo and links for Home and Worklist. Below this is a breadcrumb trail: Favorites | Main Menu > Purchasing > Receipts > Review Receipt Information. The main section is titled 'Review Receipt Information' and includes a sub-header 'Run inquiries on receipt details and activities.' Below this, there is a grid of nine options, each with a document icon, a title, and a description. The 'Receipts by Location' option is highlighted with a red rectangular border.

Review Receipt Information		
Run inquiries on receipt details and activities.		
<a href="#">Advanced Shipment Receipts</a> Enter or view information about received advanced shipment receipts.	<a href="#">ASN History</a> View ASN History.	<a href="#">Receipts</a> View receipt information.
<a href="#">Partially Received POs</a> View Purchase Orders that have been partially received.	<a href="#">Receipts by Location</a> Views receipt information by location.	<a href="#">Accrual Accounting Entry</a> View receipt accrual accounting entries in C log.
<a href="#">GL Journal Drill Down</a> View General Ledger entries from the Journal Generator and receipt accrual data.	<a href="#">Entry Event Journal Drill Down</a> Review supplemental (entry event) accounting line entries for receipt accruals.	<a href="#">Document Status</a> View receipt document status information.



# Reviewing Receipt Information (continued)

Cardinal displays the receipts based on the search criteria entered. The **Receipt Locations** tab displays basic receipt information based by location.



[Favorites](#) | [Main Menu](#) > [Purchasing](#) > [Receipts](#) > [Review Receipt Information](#) > [Receipts by Location](#)



## Receipts by Location

Business Unit: 50100 [Refresh](#)

Receipts


Receipt Locations

Quantity and Amount

[Customize](#) | [Find](#) | [View All](#) |   First **1-4 of 4** Last

Location	PO Unit	Receipt No	Receipt Line	Seq	Distribution Line	Item ID	Item Description
AMELIA RES	50100	0001519092	1	1	1	9108250000	ELECTRICAL MAINTENANCE AND REPAIR SERVICES ELECTRICAL MAINTENANCE AND REPAIR SERVICES
AMELIA RES	50100	0001580778	1	1	1	9106601000	* - * - roof Replacemnt
AMELIA RES	50100	0001581020	1	1	1	5404772000	SHEATHING, EXTERIOR CDX, YELLOW PINE SHEATHING, EXTERIOR CDX, YELLOW PINE
AMELIA RES	50100	0001586394	1	1	1	7503548485	STONE, CRUSHED GRADE 26


Total Cost: 13925.2000

 Notify



# Reviewing Receipt Information (continued)

The **Quantity and Amount** tab displays the **Distributed Quantity** and **Merchandise Amount Base**.








[Favorites](#) | [Main Menu](#) > [Purchasing](#) > [Receipts](#) > [Review Receipt Information](#) > [Receipts by Location](#)

## Receipts by Location

Business Unit: 50100 [Refresh](#)


Receipts

[Customize](#) | [Find](#) | [View All](#) |   First  1-4 of 4  Last

[Receipt Locations](#) | **Quantity and Amount** | 

Received Date	Distributed Quantity	Standard Unit of Measure	Merchandise Amount Base
02/24/2012	1.0000	HUR	300.000
12/04/2012	1.0000	HUR	11,980.000
12/04/2012	256.0000	EA	1,459.200
02/04/2013	20.0000	LTN	186.000

Total Cost: 13925.2000

 Notify



## Lesson 3: Checkpoint

---

Now is your opportunity to check your understanding of the course material. Read the question, select your answer and click the **Submit** button to see if you chose the correct response.



The **Review Receipt Information** page allows you to review Receipts, POs, Receipts by Location and the Document Status.

☐ True

☐ False



## Lesson 3: Summary

---

In this lesson, you learned how to:

- Use Cardinal to review receipt information and related document status.





# Lesson 4: Receiving Reports

---

In this lesson, you will learn about the following topic:

- Reports



# Reports

---

There are several key Receiving reports available and include:

- **Receipt Summary Report**
- **Receipt Ship To Details Report**



# Reports (continued)

The **Receipt Summary Report** provides a summary listing of Receipts within a specified date range.

You can navigate to the **Receipt Summary Report** using the following path:

**Main Menu > Purchasing > Receipts > Reports > Receipt Summary**

The screenshot shows the CARDINAL web application interface for the Receipt Summary report. The breadcrumb navigation path is: Favorites | Main Menu > Purchasing > Receipts > Reports > Receipt Summary. The page title is "Receipt Summary". Below the title, the "Run Control ID" is set to "Receipt\_Summary" and the "Language" is set to "English". There are links for "Report Manager" and "Process Monitor", and a "Run" button. A "Report Request Parameters" section contains three input fields: "From Date" (01/01/2013), "Through Date" (03/05/2013), and "Business Unit" (50100). At the bottom, there are buttons for "Save", "Notify", "Add", and "Update/Display".

**CARDINAL**

Favorites | Main Menu > Purchasing > Receipts > Reports > Receipt Summary

## Receipt Summary

Run Control ID: Receipt\_Summary      [Report Manager](#)      [Process Monitor](#)     

Language: English ▼

**Report Request Parameters**

From Date: 01/01/2013

Through Date: 03/05/2013

Business Unit: 50100



# Reports (continued)

ORACLE™

Report ID: POY5001  
User ID: PPS\_MIKE.HALL  
Run Control: Receipt Summary

PeopleSoft Purchasing  
RECEIVER SUMMARY REPORT

Receiver Dates Included: 1/1/2013 Thru: 2/1/2013  
Business Unit: 50100

Ship To	Receiver ID	Rev Date	Vendor ID	Vendor Name	Rev Status	Match Status	Bill Of Lading	Carrier ID
ABINGD AHG	0001584709	1/2/2013	0000035878	North American Salt Co	Received	Matched		
	0001585642	1/3/2013	0000035878	North American Salt Co	Received	Matched		
	0001585645	1/4/2013	0000035878	North American Salt Co	Received	Matched		
	0001585648	1/7/2013	0000035878	North American Salt Co	Received	To Match		
	0001585659	1/8/2013	0000006668	Mountain Materials Inc	Received	Matched		
	0001586022	1/7/2013	0000006668	Mountain Materials Inc	Received	Matched		
	0001586026	1/8/2013	0000006668	Mountain Materials Inc	Received	Matched		
	0001586236	1/9/2013	0000006668	Mountain Materials Inc	Received	Matched		
	0001586238	1/7/2013	0000060195	AGGREGATES USA LLC	Received	Matched		
ACCOMC RC	0001584642	1/4/2013	0000023852	NEXCOM INC	Received	To Match		
	0001585653	1/9/2013	0000005098	Pitney Bowes Global Financial Services	Received	To Match		
AIRPRT AHG	0001585095	1/7/2013	0000033831	FIRST PIEDMONT Corp	Received	To Match		
AIRPRTAHQ	0001585445	1/2/2013	0000036188	Thompson Trucking Inc	Received	Matched		



# Reports (continued)

The **Receipt Ship To Details Report** provides a summary listing of receipts shipments within a specified date range.

You can navigate to the **Receipt Ship To Details Report** using the following path:

**Main Menu > Purchasing > Receipts > Reports > Receipt Ship To Details**

The screenshot shows the 'Receipt Ship To Details' report configuration screen in the Cardinal software. The interface includes a top navigation bar with the following path: **Favorites | Main Menu > Purchasing > Receipts > Reports > Receipt Ship To Details**. Below the navigation bar, the title 'Receipt Ship To Details' is displayed. To the right of the title are links for 'Report Manager' and 'Process Monitor', and a 'Run' button. Below the title, the 'Run Control ID' is set to 'Receipt\_Ship-To' and the 'Language' is set to 'English' with a dropdown arrow. A 'Report Request Parameters' section contains three input fields: 'From Date' (01/01/2013), 'Through Date' (03/05/2013), and 'Business Unit' (50100). Each field has a small icon to its right (a calendar for dates and a magnifying glass for the business unit). At the bottom of the screen, there are four buttons: 'Save', 'Notify', 'Add', and 'Update/Display'.



# Reports (continued)

ORACLE

Report ID: POY5010  
User ID: PPS MIKE.HALL  
Run Control: Receipt\_Summary

PeopleSoft Purchasing  
RECEIVER SHIPTO DETAIL REPORT

Page No. 1  
Run Date 5/8/2013  
Run Time 8:32:00 AM

Receiver Dates Included: 1/1/2013 Thru: 1/1/2013  
Business Unit: 60100

Receipt Date	Receiver ID	Vendor Name	Item ID /Description	Schd	Due Date	Ship To	Uom	Received Qty	Accepted Qty	Rejected Qty	Returned Qty	Merchandise Amount
1/1/2013	0001581575	Sharp Electronics Corp	6005901000 MONTHLY RENTAL SHARP COPIER	1	9/12/2010	HPTRD STRC	EA	1.00	1.00	0.00	0.00	302.27
			6005901000 MONTHLY RENTAL SHARP COPIER	1	9/12/2010	HPTRD STRC	EA	1.00	1.00	0.00	0.00	201.90
1/1/2013	0001583358	Waste Management Inc	9753701000 GARBAGE/REFUSE EQUIPMENT (DUMPSTERS, ETC.) RENTAL OR LEASE GARBAGE/REFUSE EQUIPMENT (DUMPSTERS, ETC.) RENTAL OR LEASE	1	8/6/2012	STORCH AHQ	MON	1.00	1.00	0.00	0.00	85.00
1/1/2013	0001583994	Edwards Business Machines Inc	9392704000 Additional Charge-Overage Colo	1	9/25/2010	WYTHVL RO2	EA	291.00	291.00	0.00	0.00	14.55
			9392704000 Additional Charge-Accessory	1	9/25/2010	WYTHVL RO2	EA	1.00	1.00	0.00	0.00	18.27
			6005901000 36 Month Copier Lease	1	10/24/2010	WYTHVL RO2	EA	1.00	1.00	0.00	0.00	186.05
1/1/2013	0001583995	Edwards Business Machines Inc	6005901000 36 Month Copier Lease	1	10/22/2010	MARION AHQ	EA	1.00	1.00	0.00	0.00	186.05
			9392704000 Volume Band Overage - Color	1	9/23/2010	MARION AHQ	EA	8.00	8.00	0.00	0.00	0.40
			9392704000 Additional Charge Optional Acce	1	9/23/2010	MARION AHQ	EA	1.00	1.00	0.00	0.00	18.27



# Lesson 4: Summary

---

In this lesson, you learned how to:

- Identify some key reports associated with receiving.



# Course Summary

---

In this course, you learned to:

- Explain key receiving concepts.
- Describe the receiving processes.
- Create, maintain and review receipts in Cardinal.
- Identify key reports.





# Course Evaluation

Congratulations! You have completed the **PRCO346: Managing Receiving** course. Please use the evaluation link to assess this course.

[Click here to access the survey](#)

Once you have completed and submitted the survey, close the survey window. To close the web based training course, click the Exit Course button.





# Appendix

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- Key Terms
- Diagrams and Screenshots
- Flow Chart Key



# Key Terms

---

**Purchase Order:** A purchase order is a commitment from an organization to a vendor to purchase goods or services from that vendor. The purchase information, such as item, quantity, freight terms, shipping terms, payment terms, and shipping instructions is listed on the document and is part of the contractual nature of the purchase order.

**Receipts:** Receipts are created when items that were ordered from a vendor arrive at your business location.

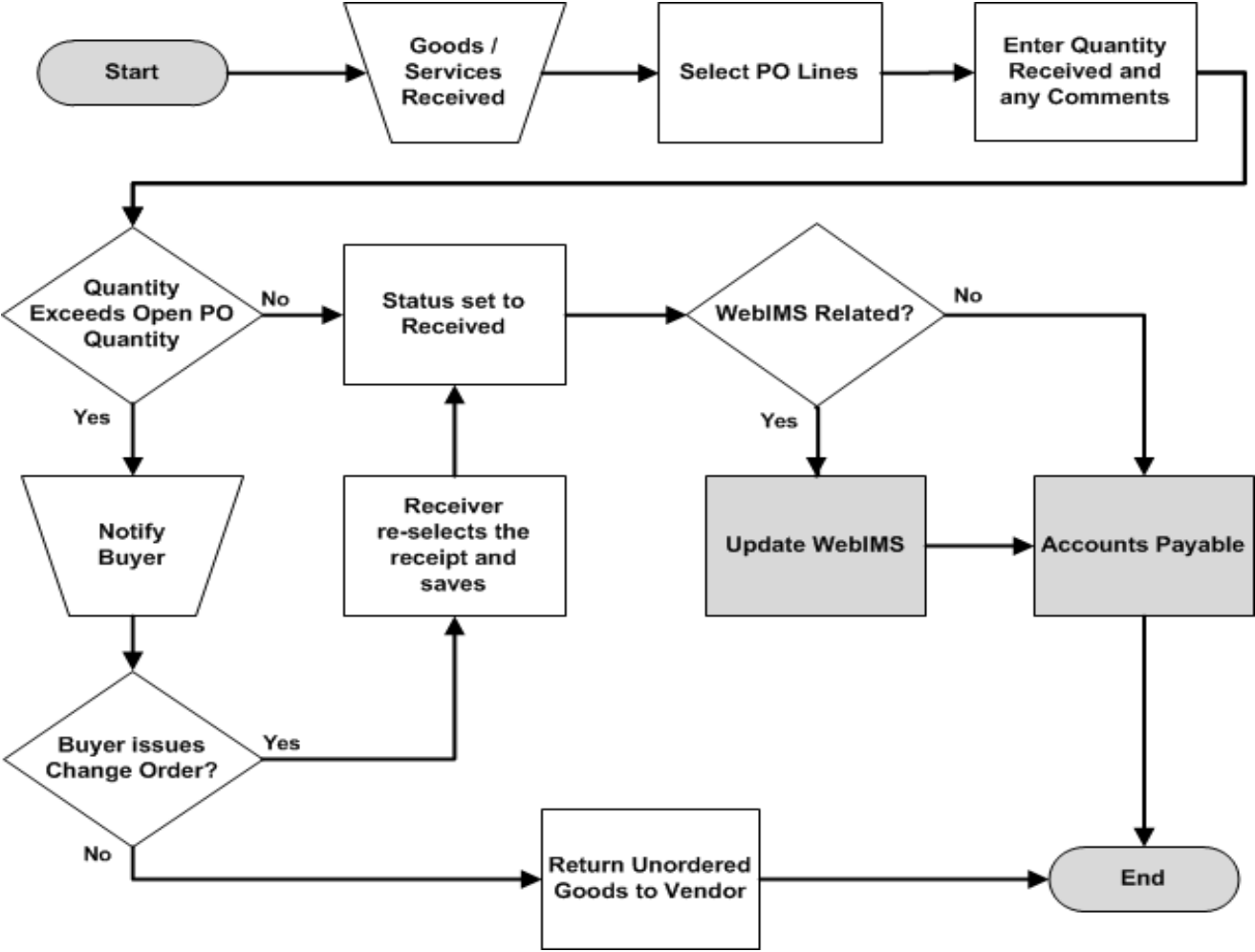
**Receipt Lines:** Cardinal allows you to create one receipt that includes delivery of multiple PO items, or many receipts that each includes a partial delivery of items from one PO.

**Receiving:** Receiving is the process of documenting the receipt of goods or services against a purchase order (PO).



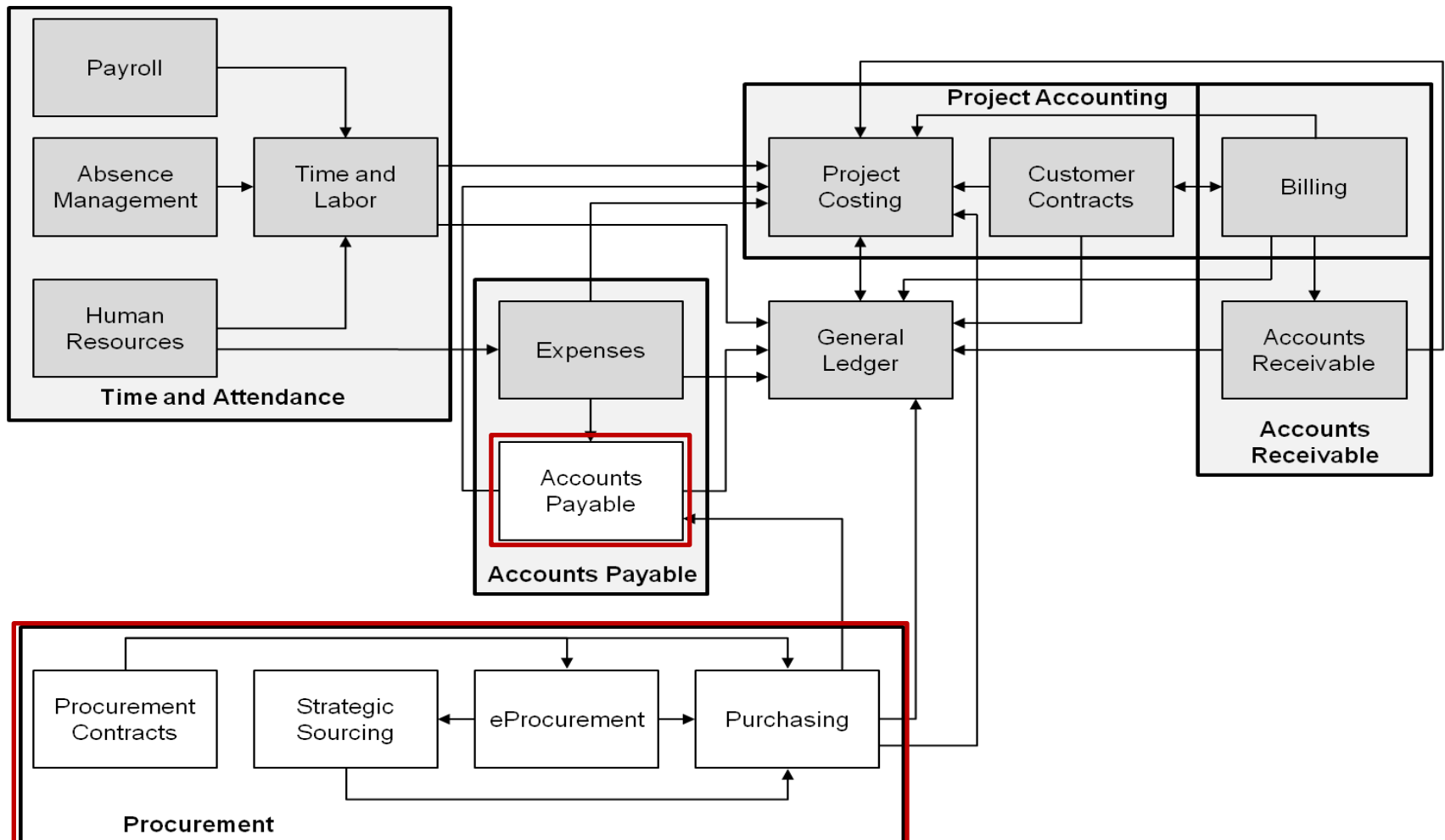


# Receive and Inspect Goods Process






# Integration with Accounts Payable





# Select Purchase Order



[Favorites](#) | [Main Menu](#) > [Purchasing](#) > [Receipts](#) > [Add/Update Receipts](#)

Select Purchase Order

Search Criteria

PO Unit:50100

ID:

Line / Schedule:

Release:

Item ID:

Ship To:CNTRL OF2

Ship Via:

☒ Retrieve Open PO Schedules

Days +/- Today:100

Start Date:11/14/2012

End Date:06/02/2013

Vendor Name:

Vendor Item ID:

Manufacturer ID:

Manufacturer's Item ID:

Search

OKCancelRefresh

Receipt Qty Options

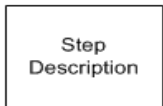
☐ No Order Qty☐ Ordered Qty☒ PO Remaining Qty

[Vendor Lookup](#)

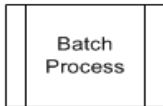


# Flow Chart Key

## FLOW CHART KEY



Depicts a process step or interface.



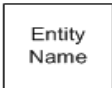
Specifies a batch process.



Depicts a process or step that is performed manually.



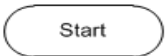
Defines the possible outcomes of a decision or analysis that took place in a step immediately preceding.



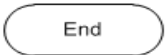
Specifies an entity (person, organization, etc.).



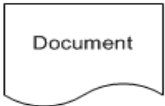
Depicts a process.



Indicates point at which the process begins. Does not represent any activity.



Indicates point at which the process ends. Does not represent any activity.



Depicts a document of any kind, either electronic or hard copy



Indicates an On-Page or Intra Process Connector which is used to avoid complex overlapping connector lines or to continue a process on another page.



Connects steps between business processes.